
Quick Reference Guide:

Montana Programs - Job Corps, MT Youth ChalleNGe, MT Digital Academy

This guide explains the process for enrolling students in the district for each of these programs.

Topics covered in this Quick Reference Guide include:

- Job Corps
- MT Youth ChalleNGe
- MT Digital Academy



Follow the guidelines below to create enrollments in AIM for students participating in the Job Corps, MT Youth ChalleNGe, or MT Digital Academy programs. Students must be properly enrolled in AIM to receive ANB funding for the students.



Before beginning, consider the following:

1. Which students can I enroll in AIM for the purpose of collecting ANB funding?

- Students must first be enrolled with the district before they can be counted as enrolled for ANB funding purposes. Some restrictions apply to the programs for ANB purposes. Please check the individual guidelines for each program. *page 2*

2. How do I enroll these students in AIM?

- Students must first have an enrollment in the district, then enter a corresponding enrollment in AIM. Students in Job Corps or Youth ChalleNGe must have a program enrollment marked in AIM. *page 3*

3. What process is followed if the student exits one of these programs?

- Students no longer participating in Job Corps or Youth ChalleNGe are either re-enrolled in the district or counted as dropouts. MT Digital Academy students continue their district enrollment or return to their original school. *page 4*

4. How do I indicate their participation in these programs for ANB purposes?

- Each program has different requirements for Service Type and Aggregate Hours to be counted for ANB funding purposes. Job Corps students usually receive full ANB, Youth Challenge receive half ANB and Digital Academy ANB is determined based on hours. *page 5*

MONTANA PROGRAM GUIDELINES

Montana has three distinct programs in which students may be enrolled concurrently during high school: Job Corps, MT Youth Challenge and MT Digital Academy. Enrollment in these programs is designed to lead to a student's high school graduation.

Students participating in the **Job Corps Program** or **MT Youth Challenge Academy** must meet **all** of the following criteria to be counted as enrolled in a district:

- ✓ the student must be enrolled in a public school in the student's district of residence, **and**
- ✓ the credits taken at the Job Corps or MT Youth Challenge Academy require approval by the resident school district, **and**
- ✓ the credits meet the resident district's requirements for graduation at a school in the district, **and**
- ✓ the credits must be taught by an instructor who has a current Montana high school certification, **and**
- ✓ the credits must be reported by the Job Corps or MT Youth Challenge Academy to the student's resident school district.

For more information, see Sections 20-9-707 and 20-9-311(12), MCA

Students participating in one or more **MT Digital Academy** courses must enroll in the courses through their local public school (district of residence). Districts are not eligible for ANB for non-resident students the district may enroll in MT Digital Academy classes.

For more information, see Section 20-7-118, MCA

Estavez, Emilio J
Grade: 09 #999100050 DOB: 07/09/1999 Gender: M

Credit Summary Assessment Behavior Graduation AdHoc Letters Rec

Summary **Enrollments** Schedule Attendance Flags Grades Tran

Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	10	P	14-15 Granite High School	08/25/2014	
Start Status: 02 Continued enrollment same school, no interruption End Status:					
	09	P	13-14 Granite High School	09/03/2013	05/31/2014
Start Status: 04 Transfer from public school in district or state End Status: 100 End of year, returning to same school next year					
	08	P	12-13 Philipsburg 7-8	09/04/2012	05/31/2013

AIM ENROLLMENT

A student meeting the above requirements must have a corresponding AIM enrollment in the district.

Enter the *Start Date* using the first day of school or the program start date, whichever is later.

DIGITAL ACADEMY

When a student takes a MT Digital Academy course(s) to complement their district enrollment, no modification to enrollment is needed.

However, if a student enrolls from a home school or other type of school and takes courses from MT Digital Academy through the public school, enter *Service Type*, *S: Partial* and a *Start Status* that reflects their current enrollment (e.g., *09: Transfer from home school within the state*).

Banks, Tyra
Grade: 10 DOB: 05/13/1998 Gender: F

Credit Summary Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	11	S	14-15 Granite High School	08/27/2014	
	10	P	13-14 Granite High School	09/03/2013	05/31/2014
	09	P	12-13 Granite High School	09/04/2012	05/31/2013
	08	P	11-12 Phillipsburg 7-8	09/06/2011	05/25/2012

General Enrollment Information

Calendar: 14-15 Granite High School Schedule (read only): Main

*Start Date: 08/27/2014 No Show: ☐ End Date:

*Start Status: 09: Transfer from home school within the state

*Grade: 11 Class Rank Exclude: ☐

End Action: *Service Type: S: Partial

End Status:

Dropout Reason:

Garland, Judy R
Grade: 12 DOB: 07/26/1996 Gender: F

Credit Summary Assessment Behavior Graduation AdHoc Letters

Summary Enrollments Schedule Attendance **Flags** Grades

Save Delete New

Student Flag Editor

Flag	Start Date	End Date	Usr

Student Flag Detail

*Flags: JOBCORP:Job Corp

*Start Date: 08/27/2014 End Date: Eligibility Start Date: Eligibility End Date:

User Warning:

Participation Details:

Description:

JOB CORPS OR MT YOUTH CHALLENGE

A student in Job Corps or MT Youth Challenge must have an AIM enrollment and must also have an entry on the **Flags** tab.

Click the **Flags** tab (path: **Student Information/General/Flags**).

Click **New**. Select the *Flag* for Job Corps or MT Youth Challenge and enter the *Start Date* (first day of enrollment in the program).

Click **Save**.

EXITING STUDENTS

When a student discontinues enrollment in the Job Corps or MT Youth Challenge **OR** requests to sit for the HiSET (formerly GED), end the student's enrollment in AIM.

The *End Date* is the last date of the student's enrollment in the program or the date of the request to sit for the HiSET.

If the student does not continue enrollment in the public school, the student must be coded as a dropout.

Bradbury, Ray
Grade: 12 DOB: 10/10/1996 Gender: M

Credit Summary Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary Enrollments Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	12	P	14-15 Cascade High School	08/25/2014	09/26/2014

General Enrollment Information

Calendar: 14-15 Cascade High School Schedule (read only): Main *Grade: 12 Class Rank Exclude: ☐

*Start Date: 08/25/2014 No Show: ☐ End Date: 09/26/2014 End Action: *Service Type: P: Primary

*Start Status: 06: Transfer from an out of state school

End Status: 330: Withdrew to enroll in non-diploma program

Dropout Reason: 18: HiSET Pursuing

Start Comments: End Comments:

Bradbury, Ray
Grade: 12 DOB: 10/10/1996 Gender: M

Credit Summary Assessment Behavior Graduation AdHoc Letters

Summary Enrollments Schedule Attendance **Flags** Grades

Save Delete New

Student Flag Editor

Flag	Start Date	End Date	Use
Job Corp	08/23/2014		

Student Flag Detail

*Flags: JOBCORP:Job Corp

*Start Date: 08/23/2014 End Date: 09/26/2014 Eligibility Start Date: Eligibility End Date:

User Warning:

Enter the student's *End Date* on the **Flags** tab.

MT Digital Academy students who complete or drop courses must also have their enrollment ended. The *End Status* should reflect their return to their original school.

Students taking courses to complement their district enrollment continue their enrollment.

Huxtable, Denise
Grade: 12 DOB: 04/25/1997 Gender: F

Credit Summary Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary Enrollments Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	12	P	14-15 Cascade High School	06/23/2014	
	11	P	13-14 Cascade High School	08/28/2013	06/11/2014

General Enrollment Information

Calendar: 14-15 Cascade High School Schedule (read only): Main *Grade: 12 Class Rank Exclude: ☐

*Start Date: 06/23/2014 No Show: ☐ End Date: 09/26/2014 End Action: *Service Type: S: Partial

*Start Status: 09: Transfer from home school within the state

End Status: 170: Transfer to a home school in the state

Dropout Reason:

AGGREGATE HOURS

Job Corp –

Set Aggregate Hours to *F: 720+ hours* for students enrolled in Job Corp. They count as full-time students for ANB purposes.

MT Youth Challenge—

Also set Aggregate Hours to *F: 720+ hours* for students in MT Youth Challenge. They count as half-time students for ANB purposes, but the MAEFAIRS program will make the funding adjustment within the MAEFAIRS system. In AIM they should be recorded as full-time students.
(MCA 20-9-311(12))

McDonald, Ronald
#10745 DOB: 03/18/1997 Gender: M

Demographics Identities Households Relationships

Enrollments District Employment District Assignments Credentials

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	11	P	14-15 Cascade High School	08/25/2014	
	11	P	13-14 Cascade High School	08/27/2013	06/12/2014
	10	P	12-13 Cascade High School	08/28/2012	05/31/2013
	09	P	11-12 Cascade High School	08/30/2011	05/31/2012

General Enrollment Information

Calendar: 14-15 Cascade High School Schedule (read only): Main *Grade: 11 Class Rank Ex:

*Start Date: 08/25/2014 No Show: End Date: End Action: *Service Type: P: Primary

*Start Status: 02: Continued enrollment same school, no interruption End Status:

Dropout Reason:

Start Comments: End Comments:

Future Enrollment

Next Calendar: Next Schedule Structure:

State Reporting Fields

State Exclude: Serving District: Resident District:

Military Connected Status: Student is a dependent of a member of:

Attendance and Enrollment Information (auto-calculated read-only)

Fall Attendance Count: Fall Aggregate Hours of Inst.: F: 720 + hours Fall Absent: 0.000 Exclude Fa:

MT Digital Academy –

For students enrolled in MT Digital Academy classes, calculate *Aggregate Hours* as if the students were enrolled in the district for the same courses.

If the student is enrolled in regular district courses in addition to the MT Digital Academy courses, add the course to the student's regular schedule (e.g., six regular district courses + one MTDA course = seven regular district courses for ANB purposes).

If the student is only enrolled in MT Digital Academy courses, calculate the ANB as if the student were enrolled in that course through the district.

Example:

A home school student takes one MTDA course. The district's course is 50 minutes, 180 days per year. Aggregate Hours = 150 hours (*N: 0-179 hours*). The student takes two courses, Aggregate Hours = 300 hours (*Q: 180-359 hours*).

For assistance please contact the OPI AIM Help Desk at
opiainhelp@mt.gov or 1-877-424-6681.